



GA ATLAS Waiver Guide for CACFP Institutions and SFSP Sponsors

Rev. 12/XX/2021

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1.0 ATLAS Waivers Update

1.1 Purpose/Overview

In March 2020, USDA Food and Nutrition Service (FNS) issued a host of available Program-related waivers as authorized by section 2202(a) of the Families First Coronavirus Response Act (the Act) (P.L. 116-127). These waivers were designed to provide meals under Child Nutrition Programs with appropriate safety measures while providing meals during the COVID-19 pandemic. As a result, DECAL immediately began implementing a manual process to receive and process waivers requested by CACFP and SFSP organizations for their meal service. To better streamline the process, a module was incorporated into GA ATLAS whereby CACFP and SFSP organizations can electronically request, track, and monitor each waiver request within their Program application. This guide provides a comprehensive overview of how the waiver module can be accessed and utilized.

1.2 Overall Project Requirements

The USDA Waivers module is available for each Child Nutrition Program (CNP) including:

- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)

To provide flexibility for unknown future waivers and meet the need of current waivers being unpredictable, the module includes maintenance for waivers requested, which includes the organization requesting the waiver, the waiver type(s), for which sites, and for which time-period (month). Each program will also include a dashboard for visualizing participation in the waivers and simplifying the reporting output. Sponsors will complete the USDA Waivers module for each site to accurately reflect participation and be approved by the State Agency.

2.0 ATLAS USDA Waivers Module

2.1 What's New?

GA ATLAS now has a new module to capture waiver requests and submissions online. The **USDA Waiver Module** is located on the Home/Dashboard screen between the *Reviews* and *Additional Forms* modules. The following sections/pages have been added in the *USDA Waivers* module with the corresponding action features.

	USDA Waivers Dashboard (for admin use only)	USDA Waivers List	USDA Waivers Received by Site List	USDA Waivers Requests by Site Detail	USDA Waivers Document Attachments
Action(s)	<i>Detail</i>	<i>Detail</i>	<i>Add View Modify</i>	<i>View Modify Delete</i>	<i>Add an Attachment</i>

2.2 Important Items

- The waiver module is separated into three [3] categories, CACFP, CACFP-DCH, and SFSP.

- DECAL will review and process the request within 15 days. Approval times of request may vary. Institutions/sponsors are encouraged to regularly monitor the system for approval status and updates.
- Additionally, CACFP/SFSP institutions/sponsors must:
 - complete waiver request for each site separately under the CACFP, CACFP-DCH and SFSP;
 - answer all questions on the *Waiver Participation Form* and all applicable documents/forms must be uploaded when required; the system will prompt an error message if all waiver questions are not completed (no blanks); and
 - complete and submit the online module in its entirety and upload all applicable documents/forms before DECAL can review the request.

3.0 How Do I Submit a Waiver Request?

CACFP/SFSP institutions/sponsors interested in utilizing any of the USDA nationwide waivers must request a waiver through GA ATLAS. Available USDA Nationwide Waivers include the following: (Note: The waiver lists below are subject to change.)

CACFP Waivers (Expires June 30, 2022):

- Meal Pattern Waiver – Allow Specific and Targeted Meal Pattern Flexibility
- Meal-time Waiver – Waiver of Meals Service Time Restrictions
- Non-congregate Feeding Waiver – Allow Non-congregated Feeding in the Child Nutrition Programs
- On-site Monitoring Waiver – Allow Sponsors to Conduct On-site Monitoring
- Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children
- Area Eligibility for Afterschool Programs – See Application Specialist for details/approval
- Emergency Shelters Serving Meals and Snacks to Young Adults - See Application Specialist for details/approval ([NEW](#))
- Milk Flexibility - Allow Meals to be Served without Milk during a Temporary Emergency Period for up to 90 Days due to a Supply Chain Disruption (non-waiver) ([NEW](#))

SFSP Waivers (Expired September 30, 2021. However, some waivers may be available in the event of an unanticipated school closure.):


- *Meal-time Waiver – Waiver of Meals Service Time Restrictions*
- *Non-congregate Feeding Waiver – Allow Non-congregated Feeding in the Child Nutrition Programs*
- *On-site Monitoring Waiver – Allow Sponsors to Conduct On-site Monitoring*
- *Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children*
- *Extend Area Eligibility – See Application Specialist for details/approval*
- *Allow Area Eligibility for Closed Enrolled Sites – See Application Specialist for details/approval*
- *Allow Offer Versus Serve Flexibilities – See Application Specialist for details/approval*

The USDA Waiver Module is available to Day Care Home Sponsors (DCH) ([NEW](#))

DCH sponsors who wish to request a waiver for their facilities may now do so directly in the module by using the [CACFP-DCH](#) link.

3.1 USDA Waiver Addendum Form

Effective August 1, 2021, Institutions/sponsors requesting to use the Non-Congregate Feeding Waiver for home delivery or the Parent Guardian Pick-up Waiver, must also complete the *USDA Waiver Request Addendum*, which is located on DECAL's website under [COVID-19 Resources](#). The Addendum can be completed in place of the Combined Waiver Form including Parent Pick-up and Home Delivery requests. Requests for all other waivers can be completed using the online waiver module in GA ATLAS. The home delivery and parent/guardian pick-up options require additional information and certifications (see the example below).

 Georgia Dept of Early Care and Learning	
USDA WAIVER REQUEST ADDENDUM (Applicable to both the CACFP and SFSP)	
PART I: Preliminary Information	
Organization Name:	
Agreement Number:	
Waiver Start Date:	
Form Instructions: Please carefully complete the required information below if requesting a waiver for home delivery under the Non-Congregate Feeding Waiver or for the Parent/Guardian Pick-up Waiver.	
PART II: Home Delivery	
Number of Actual Sites using Home Delivery:	
Home Delivery Agreement: By clicking "yes" below, I certify that as a CACFP/SFSP Program operator, I will: (1) first obtain written consent from households of eligible & enrolled children and/or adult participants that the household wants to receive delivered meals; (2) confirm the number of children/adults being served; (3) confirm the household's current contact information to ensure meals are delivered to the correct location; (4) ensure not to exceed the maximum number of meals per child per day; and (5) ensure meals will only be served/delivered to children who are in area eligible locations or who are eligible for free or reduced price meals (closed-enrolled) (for SFSP Sponsors only). Additionally, I certify I will notify households if their contact information will be shared with any external organization (<u>please certify below</u>). Households also must have a way of notifying the sponsor of the need for individual substitutions due to medical or other special dietary needs. (Note: Written consent may be issued by e-mail or other electronic means and must	
PART II-b: Home Delivery Certification	

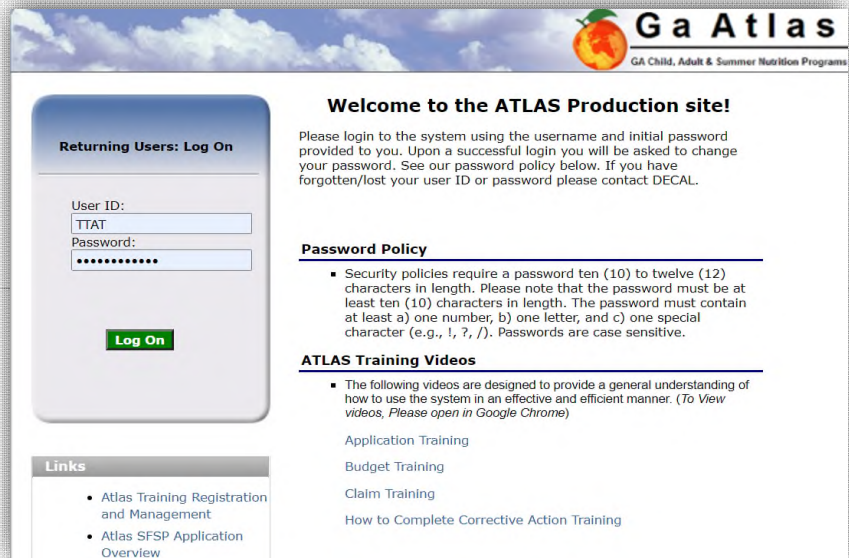
3.2 Completing the Waiver Request Module

In the GA ATLAS online application, CACFP/SFSP institutions/sponsors will complete the online waiver participation template located in the **USDA Waivers** section of the application. The module is located between the *Reviews* and *Additional Forms* on the Home or Dashboard screen. The following pages provide step-by-steps instruction on requesting a waiver using GA ATLAS.

USDA Waivers	
Program	
Detail	CACFP - Centers
Detail	CACFP - DCH
Detail	SFSP

3.2.1 Step-by-Step Instructions for Using the USDA Waivers Module

1. Login to GA ATLAS using your credentials (user ID and password).



Ga Atlas
GA Child, Adult & Summer Nutrition Programs

Welcome to the ATLAS Production site!

Please login to the system using the username and initial password provided to you. Upon a successful login you will be asked to change your password. See our password policy below. If you have forgotten/lost your user ID or password please contact DECAL.

Returning Users: Log On

User ID:
TTAT

Password:

Log On

Links

- Atlas Training Registration and Management
- Atlas SFSP Application Overview

Password Policy

- Security policies require a password ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length. The password must contain at least a) one number, b) one letter, and c) one special character (e.g., !, %, &). Passwords are case sensitive.

ATLAS Training Videos

- The following videos are designed to provide a general understanding of how to use the system in an effective and efficient manner. (To View videos, Please open in Google Chrome)

Application Training
Budget Training
Claim Training
How to Complete Corrective Action Training

2. Find the [USDA Waivers](#) section on the Home or Dashboard page and select “Detail” for the appropriate Program: [CACFP](#), [CACFP-DCH](#), or [SFSP](#).

FUNDS - Claims						
Program Year	Program	Current Claim Month	Claim Status	Claim Amount	YTD Earned Amount	YTD Distribution Amount
2021 - 2022	FUNDS - CACFP	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2021 - 2022	FUNDS - DCH	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2021 - 2022	FUNDS - SFSP	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - CACFP	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - DCH	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - SFSP	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2019 - 2020	FUNDS - CACFP	Sep 2020	Not Started	\$0.00	\$0.00	\$0.00
Expand Years						

Reviews						
Program Year	Program	Lead Reviewer	Review Type	Status	Findings?	Nbr. Sites Reviewed
2021 - 2022	CACFP		1 Year	Open	No	0
2020 - 2021	CACFP		Technical Assistance Visit	Closed	No	0
2020 - 2021	CACFP		90 Day	Closed	No	0
Expand Years						

USDA Waivers	
Program	
Detail	CACFP - Centers
Detail	CACFP - DCH
Detail	SFSP



3. On the [USDA Waivers List](#) page, select [Detail](#) for the 2021-2022 Program year.

Child and Adult Care Food Program **Ga Atlas**
GA Child, Adult & Summer Nutrition Programs

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers - Centers List > Program Year: 2021 - 2022

USDA Waivers List

15580 Status: Active
TTA Test Sponsor
DBA:
123 Curious George Way
Atlanta, GA 30334
FEIN: 11-1111111
County: Fulton

Action	School Year	# of Sites	Status
Detail	2021 - 2022	1	Not Started
Detail	2020 - 2021	1	Not Started
	2019 - 2020	0	Not Started

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4. On the [USDA Waivers Received by Site List](#) page, select [Add](#) for the site requesting a waiver.

Child and Adult Care Food Program **Ga Atlas**
GA Child, Adult & Summer Nutrition Programs

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers - Centers List > Program Year: 2020 - 2021

**USDA Waivers Received by Site List
For School Year 2021 - 2022**

15580 Status: Active
TTA Test Sponsor
DBA:
123 Curious George Way
Atlanta, GA 30334
FEIN: 11-1111111
County: Fulton

Action	Version	Site ID	Site Name	# Waivers	Status
Add		0002	Little Baby Bump Academy	0	Not Started

< Back



5. On the [USDA Waivers Requests by Site Detail](#) page, complete each question on the [Waiver Participation Form](#) in its entirety, including months of operation.

If the site requesting the waiver, select ["Participation in waiver."](#)

If the site is not requesting the waiver, select **"Not Applicable."**

Note: CNP operators will receive an error message if all waiver questions are not completed (no blanks).

USDA Waiver Requests by Site Detail
For School Year: 2021 - 2022

Site ID	Status	Site Name	Address	City	State	Zip	FEIN	County
15580	Active	TTA Test Sponsor	123 Curious George Way	Atlanta	GA	30334	11-1111111	Fulton
0004	Active	COCOMELON ACADEMY	555 Melon Way	Atlanta	GA	30344		

Comments to Institution
12/16/2021*xy*; Please upload waiver request addendum.

* Indicates the field is not required.

1. **Allow Non-congregate Feeding in the Child Nutrition Programs – Expires 6/30/22 *For Home Delivery, please also complete the USDA Waiver Request Addendum.**

☐ Not Applicable
☒ Participating in waiver

Months of waiver participation (check all that apply for the current month and/or future months as applicable):

All: ☐ Oct: ☒ Nov: ☒ Dec: ☒ Jan: ☒ Feb: ☒ Mar: ☒
Apr: ☒ May: ☒ Jun: ☒ Jul: ☒ Aug: ☒ Sep: ☒

Provide detailed justification for use of this waiver. Include the distribution method (i.e., Grab 'n Go, Home-delivery, etc.).

Grab and Go; Parent Pick-up

2. **Allow Sponsors to Conduct On-site Monitoring - Expires 30 days after the end of the public health emergency.**

☒ Not Applicable

6. Next upload the applicable Waiver Request Form(s) under the [Document Attachments](#)

Note: The applicable documents must be uploaded (for each waiver question) if the site selected the ["Participation in waiver"](#) check box.

Document Attachments

Actions	Notes	Uploaded By
Add an attachment		

Created By: TTAT on: 2/24/2021 11:38:36 AM Modified By: TTAT on: 2/24/2021 11:38:36 AM

[VIEW](#) | [MODIFY](#) | [DELETE](#)



- On the [Waiver Site Attachment Upload](#) page, select the **"Choose File"** radio button to upload your document.

Then, select the **"Save"** radio button.

Note: The applicable documents must be uploaded (for each waiver question) if the site selected the **"Participation in waiver"** check box.

- After the *Waiver Site File Upload* has been processed, select the **"Finish"** radio button.



9. Lastly, select the **"Save"** radio button on the [USDA Waivers Requests by Site Detail](#) page to complete and submit the waiver request.

Document Attachments

Actions	Notes	Uploaded By
View File Modify		TTAT 02/24/2021
Add an attachment		

Created By: TTAT on: 2/24/2021 11:38:36 AM Modified By: TTAT on: 2/24/2021 1:08:41 PM

Save Cancel

VIEW | **MODIFY** | DELETE

11. Upon receipt of a sponsoring organization's submission, DECAL will review the request and then respond with an **Approval, Denial**, or the request will be **Returned** for additional information. Please monitor each center's page for a status update under the section, **"Comments to Institution"** on the [USDA Waiver Requests by Site Detail](#) page.

Ga Atlas
GA Child, Adult & Summer Nutrition Program

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers List > Program Year: 2021 - 2022

VIEW | MODIFY | DELETE

**USDA Waiver Requests by Site Detail
For School Year: 2021 - 2022**

15580 Status: Active TTA Test Sponsor DBA: 123 Curious George Way Atlanta, GA 30334 FEIN: 11-1111111 County: Fulton	0004 Status: Active COCOMELON ACADEMY 555 Melon Way Atlanta, GA 30344 EIN:
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Comments to Institution
12/16/2021*xy*; Please upload waiver request addendum.

* Indicates the field is not required.

1. **Allow Non-congregate Feeding in the Child Nutrition Programs - Expires 6/30/22 *For Home Delivery, please also complete the USDA Waiver Request Addendum.**

☐ Not Applicable

☒ Participating in waiver

Months of waiver participation (check all that apply for the current month and/or future months as applicable):

All: ☐ Oct: ☒ Nov: ☒ Dec: ☒ Jan: ☒ Feb: ☒ Mar: ☒

Apr: ☒ May: ☒ Jun: ☒ Jul: ☒ Aug: ☒ Sep: ☒

Provide detailed justification for use of this waiver. Include the distribution method (i.e., Grab 'n Go, Home-delivery, etc.).

Grab and Go; Parent Pick-up

2. **Allow Sponsors to Conduct On-site Monitoring - Expires 30 days after the end of the public health emergency.**

☒ Not Applicable

4.0 Helpful Hints

For organizations with more than 10 sites, consider sending first a small batch of 3-5 waivers to: (2) gain a better understanding of how the submission and approval process works; and (2) to determine if edits or revisions are required prior to approval. The most common errors by institutions and sponsors are:

- Lack of detailed justification for use of the waiver
- Selecting months beyond the waiver's approval date
- Selecting the Parent-Pick Up waiver without uploading the Waiver Addendum to further certify use of the waiver
- Selecting the Non-Congregate Feeding waiver, indicating use of home delivery, but not uploading the Waiver Addendum to further certify use of the waiver
- Requesting a waiver or flexibility for future use in preparation for any "potential" occurrences of food shortages or supply chain disruptions. Waivers must be requested for an actual shortage the institution or sponsor is currently experiencing.